

**TOWN OF TOLLAND, MA**  
**Building Department**

**Checklist**  
**New Dwelling or Building Construction**  
***Minimum Requirements***

1. Planning Board Approval of Site Plan. Three sets of Site Plans must be submitted to the Planning Board. Approval must be received before a Building Permit can be issued.
2. *At least* the items listed must be submitted with **ALL** permit applications for new construction or additions. Submit this completed Checklist with the Application to Construct
3. Check made out to Town of Tolland per Permit Fees.

<b>Attached</b>	<b>Building Plans, Forms and Permissions</b>
	Application for Building Permit
	Two sets of <b>complete</b> Plans and Specifications. Scaled drawings and details shall be submitted with each application proposing construction, reconstruction, addition, alteration, or repair. The Building Official may waive the requirements for filing plans when the work involved is of a minor nature. Scaled drawings and details shall indicate and describe all proposed work, including location, size, grade and quality of materials and equipment to be used.
	Energy Conservation Calculation
	Disposal Works (Septic System) Permit signed by Health Agent
	Certificate of Water Availability signed by Well Drilling Company official
	Percolation/Soil Test Certificate signed by Tolland Health Agent
	Driveway and Drainage Application signed by the Highway Superintendent
	Fuel Oil and Storage Tank Application (signed by Fire Department before Certificate of Occupancy)
	Fire Department approval of Detectors (before Certificate of Occupancy)
	One set of Site Plans approved and signed by the Planning Board.
	Conservation Commission Approval Form. Wetlands Inspection Application if deemed necessary by Conservation Commission.
	Tunxis Club or Wildwood Association approval of site and building plans (for residents of those communities). <i>Not necessary for Building Permit.</i>

<b>Included</b>	<b>Plot and Site Plans</b>
	Property address, map and lot number, zoning district & overlays
	Location of lot lines, dimensions of lot, frontage
	Location and dimensions of public easements, established setback requirements
	Location and dimensions of primary and accessory buildings & structures
	Location and dimensions of Driveway
	One set of Site Plans and completed Site Plan Checklist (below)

**Checklist**  
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**Minimum Requirements**

**Site Plan Requirements Checklist**

Included	Item
	Name, Address and Lot Number
	Assessors Lot Number
	Identification of true magnetic North
	All existing buildings and structures
	New buildings must show all overhangs and extensions including decks, steps, etc.
	Existing Parking areas
	Existing Loading areas
	Existing Driveways
	All facilities for Sewage Disposal Systems,
	Water Supply (i.e. Well) Location
	Landscape features such as walks, fences, etc.
	Distances: <ul style="list-style-type: none"> <li>- From boundary lines to structure (front, back and sides)</li> <li>- From leaching field and septic tank to structure</li> <li>- From well to leaching field and septic tank</li> <li>- From ALL adjacent wells, septic and leaching fields to your well</li> </ul>

**Building Plans must show the following:**

Included	Floor Plans
	Floor plan of each floor and any intermediate levels including basements, crawlspaces, terraces, porches, garages or carports
	Dimensions, location and materials of foundations, footings, columns and piers (including reinforcing)
	Direction, dimensions, spacing and grade of all framing members (floors, roofs, wall, partitions)
	Location of all walls, partitions, floor penetrations, stairs and doors
	Location and description of all electrical equipment (including alarm devices: identify dedicated circuits)
	Location and description of all HVAC equipment (including model numbers & BTU ratings)
	Location and size of ducts, registers, piping, radiators, heating units, thermostats
	Exterior envelope component materials: R values of component elements, and R of walls/roof/floor, percent of windows to walls.

Included	Exterior Elevations
	Front, rear & side elevations
	Location & dimensions of windows and doors
	Description of exterior cladding or siding material
	Show exterior stair locations & dimensions

Included	Details and Sections
	Sections through exterior walls showing details of construction from footing to the highest point of the building
	Sections through shafts, landings and stairs (include framing details, fire stopping, tread & riser dimensions, clearances)
	Location & dimensions of handrails and guardrails
	Sections through fireplaces and chimneys
	Location & details of any roof trusses (include connection details, stress)